

## The MGGS Development Trust

### Standing Order Mandate

Name of your Bank: \_\_\_\_\_

Address of your Bank: \_\_\_\_\_

Name of Account to be debited: \_\_\_\_\_

Account Sort Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Please pay:

Account Name: The MGGS Development Trust

Sort code 40-31-06 Account Number 32495813

Bank Address: HSBC, 1-5 Week Street, Maidstone

Amount: £ \_\_\_\_\_ Amount in words: \_\_\_\_\_

Unique reference code (to be completed by MGGS): \_\_\_\_\_

Date of first payment \_\_/\_\_/2019 and **monthly / annually** (please delete as appropriate) thereafter

For \_\_\_\_\_ years or until further notice is given

Signature (s): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Connection to MGGS: \_\_\_\_\_

Please complete all of the above. **Please note that MGGS will assign you a unique quote reference.** Banks may decline to accept Standing Order instruction to certain types of account.

Note: The Bank will not undertake to:

- a. Make any reference to Value Added Tax or pay a stated sum plus VAT or other indeterminate element.
- b. Advise remitter's address to beneficiary
- c. Advise beneficiary of inability to pay
- d. Request beneficiary's banker to advise beneficiary of receipt
- e. Accept instructions to pay as soon after the specified date as there are funds to meet the payment if funds are not available on the specified date.

Payment may take three working days or more to reach the beneficiary's account. Your branch can give further details.

Please return this form to The MGGS Development Trust Office, Maidstone Grammar School for Girls, Buckland Road, Maidstone, Kent MRE16 0SF or via [dto@mggs.org](mailto:dto@mggs.org)

**Gift Aid Declaration**

**Name of Charity:**     **The MGGS Development Trust**

**Details of donor**

**Title** \_\_\_\_\_ **Forename(s)** \_\_\_\_\_ **Surname** \_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Post Code** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Please treat**

\*The donation of £\_\_\_\_\_ as a Gift Aid donation

\*All donations that I make today and in the future as Gift Aid donations

\*All donations I have made in the past four years **and** all future donations I make from the date of this declaration as Gift Aid donations

\* delete as appropriate

**You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year that is at least equal to the tax that the charity reclaims on your donations in the appropriate tax year. (Currently 25p for each £1 you give).**

**Date** \_\_\_\_\_

**Connection to MGGS** \_\_\_\_\_

Please notify us if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.